



**Administrative Office**  
of the United States Courts  
Department of Technology Services

# CJA eVoucher

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## Attorney User Manual

### U.S. District Court

### Middle District of Pennsylvania

### Release 6.0

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## Introduction

The CJA eVoucher system is a web-based solution for submission, monitoring, and management of all Criminal Justice Act (CJA) functions. The eVoucher program allows for:

- Online authorization requests by attorneys for service providers.
- Online voucher completion by the service provider, or by the attorney acting for the service provider.
- Online voucher review and submission by the attorney.
- Online submission to the court.

Unless the court has indicated otherwise, attorneys are generally required to create and submit vouchers for their service providers and associates, however, the Middle District of Pennsylvania does allow the option for service providers to prepare their own vouchers. In order for this to occur, the attorney must designate them to do so upon the initial creation of a voucher by selecting the radio button for the expert and choosing the appropriate service provider. The program includes the following modules:

## Voucher and Authorization Request Submission

- Authorization requests by attorneys for expert services
- Requests by attorneys for interim payment
- Supporting document uploads to vouchers or authorization requests
- Reports for attorneys to take an active part in monitoring costs
- Automatic email notification to attorney of approval or rejection of vouchers and authorization requests

## Browser Compatibility

- Windows: Chrome 62, Edge 16, Firefox 57, Internet Explorer 10.1 with Compatibility Mode, Internet Explorer 11
- Apple Macintosh: Safari 10.1

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## Court Appointment

When an appointment is made, the program automatically generates an email message to the appointed attorney. The email confirms the appointment and provides a link to the CJA eVoucher program.

## Accessing the CJA eVoucher Program

Your court provides information on how to access eVoucher. It is suggested that you bookmark it for easier access. Log on using the user name and password you were provided, and click **Log In**.



**CJA eVoucher**  
Electronic Voucher Management System

**USER LOGIN Release**  
Training District 5.0

Existing user? Please log in.

Username:

Password:

[Forgot your login?](#)

Notice: This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

You are required to change your password within **30 days** of the first time you log on to eVoucher. Passwords must:

- Be at least eight characters in length.
- Contain one lowercase character.
- Contain one uppercase character.
- Contain one special character.
- Be alphanumeric.
- Not be a password used in the past 365 days.

You are required to change your password every 180 days.

If you forget your user name or password, click the **Forgot your Login?** hyperlink. Enter your user name or email address and click **Recover Logon**. You will receive an email offering help. The link provided in the password reset email is valid for 15 minutes and can only be accessed one time.

**Forgot your Login?** Please tell us your username and/or email address. We will send you an email to reset your password.

An email with instructions on how to reset your password was sent to the email address stored on our system.

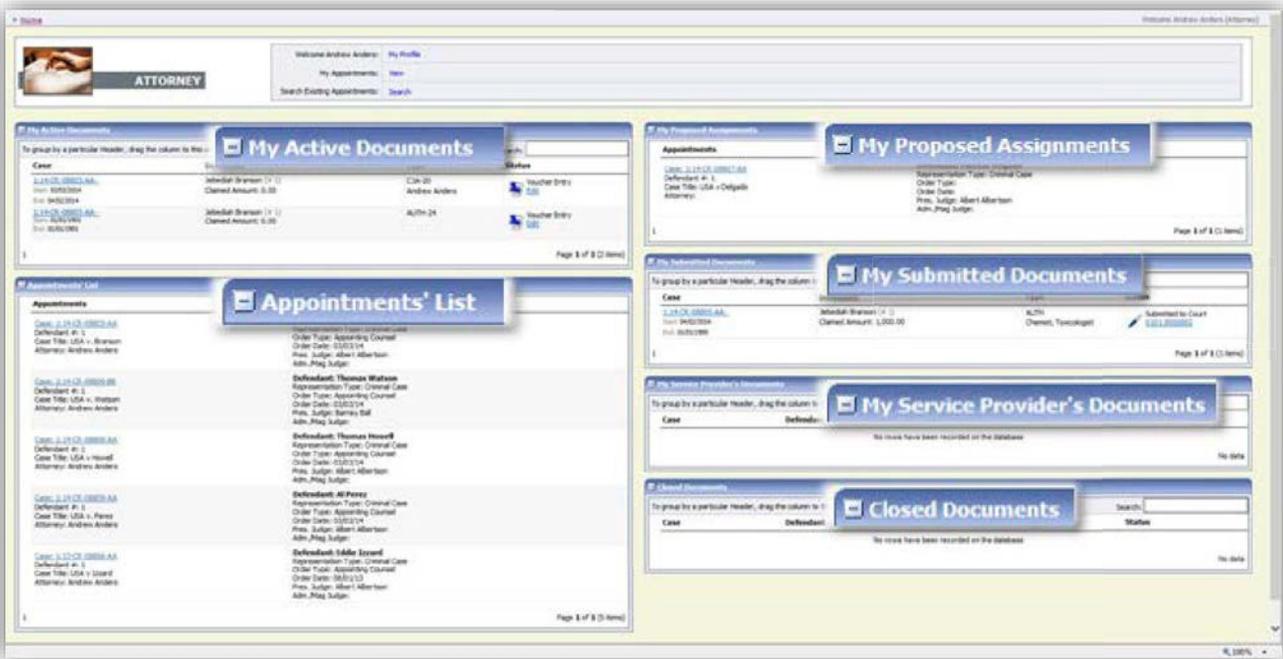
**IMPORTANT:** The link provided in the password reset email is only valid for 15 minutes and can only be accessed one time.

Username:  and/or  
Email:

# Home Page

Your home page provides access to all of your appointments and vouchers.

Security prohibits you from viewing information for any other attorney. Likewise, no one else has access to your information.



Folder Name	Contents
<b>My Active Documents</b>	This folder contains documents that you are currently working on or that have been submitted to you by an expert service provider. These documents are waiting for you to take action.
<b>Appointments' List</b>	This is a quick reference to all your appointments.
<b>My Proposed Assignments</b>	Cases appear in this folder if an appointment has been proposed to you and you have not accepted or rejected it.
<b>My Submitted Documents</b>	This folder contains vouchers for yourself, or your service provider, that have been submitted to the court for payment. Documents submitted to the court requesting expert services or interim payments also appear in this folder.
<b>My Service Provider's Documents</b>	This folder contains all the vouchers for your service providers, including: <ul style="list-style-type: none"> <li>•Vouchers in progress by the experts.</li> <li>•Vouchers submitted to the attorney for approval and submission to the court.</li> <li>•Vouchers signed off by the attorney and submitted to the court for payment.</li> </ul>
<b>Closed Documents</b>	This folder contains documents that have been paid or approved by the court. Closed documents only display for open cases. Closed documents display until they are archived and/or for 60–90 days after the appointment is terminated. They are still accessible through the Appointment page.

## Navigating in the CJA eVoucher Program



Menu Bar Item	Description
<b>Home</b>	Click to access the eVoucher home page.
<b>Operations</b>	Click to search for specific appointments.
<b>Reports</b>	Click to view selected reports you may run on your appointments.
<b>Links</b>	Click to access hyperlinks to CJA resources such as forms, guides, publications, etc.
<b>Help</b>	Click to access: <ul style="list-style-type: none"> <li>• Another link to your profile.</li> <li>• Contact Us email.</li> <li>• Privacy Notice.</li> <li>• eVoucher help documentation for attorneys and experts.</li> </ul>
<b>Logout</b>	Click to log off of the eVoucher program.

## Customizing the Home Page

Customizing your home page allows you to alter the manner in which your information is displayed in the folders.

**Expanding/Collapsing Folders:** Click the plus sign  to expand a folder. Click the minus sign  to collapse a folder.

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### Moving Folders

#### Step 1

Place your mouse pointer on the top edge of the folder you wish to relocate.

A crosshair icon  appears.

#### Step 2

Click and drag the folder to the new location.

---

### Sorting

Click the column heading (e.g. Case, Description, Type) to sort in either ascending or descending order.

---

### Resizing of Column

#### Step 1

Along the folder headings (e.g., Case, Description, Type, etc.), move your cursor to the line between the columns until a double arrow  appears.

#### Step 2

Drag the line in the desired direction to enlarge or reduce the column size.

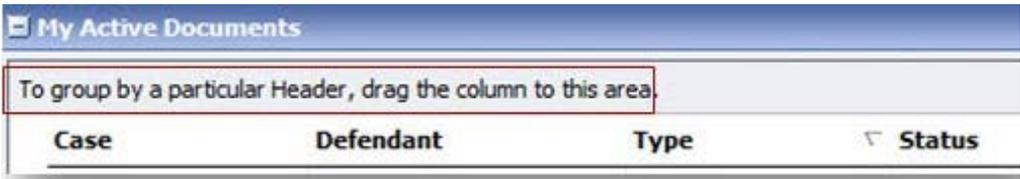
**Note:** The folder size does not increase; therefore, some columns may move off the screen.

# Customizing the Home Page (cont'd)

**Group by column heading:** You may sort all the information within a folder by grouping documents by column heading. All folders displaying the group header bar can be sorted in this manner.

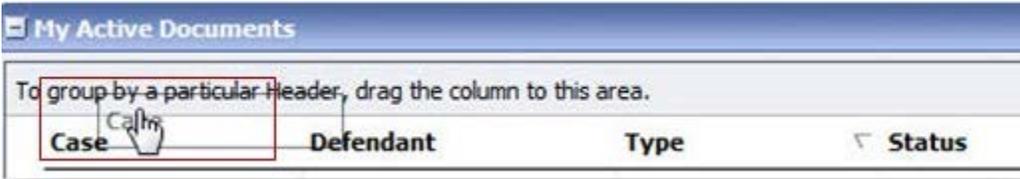
## Step 1

Click in the header for the column you wish to group.



## Step 2

Click and drag the header to the **Group by:** header bar.



## Step 3

All the information in that folder is now grouped and sorted by that selection.

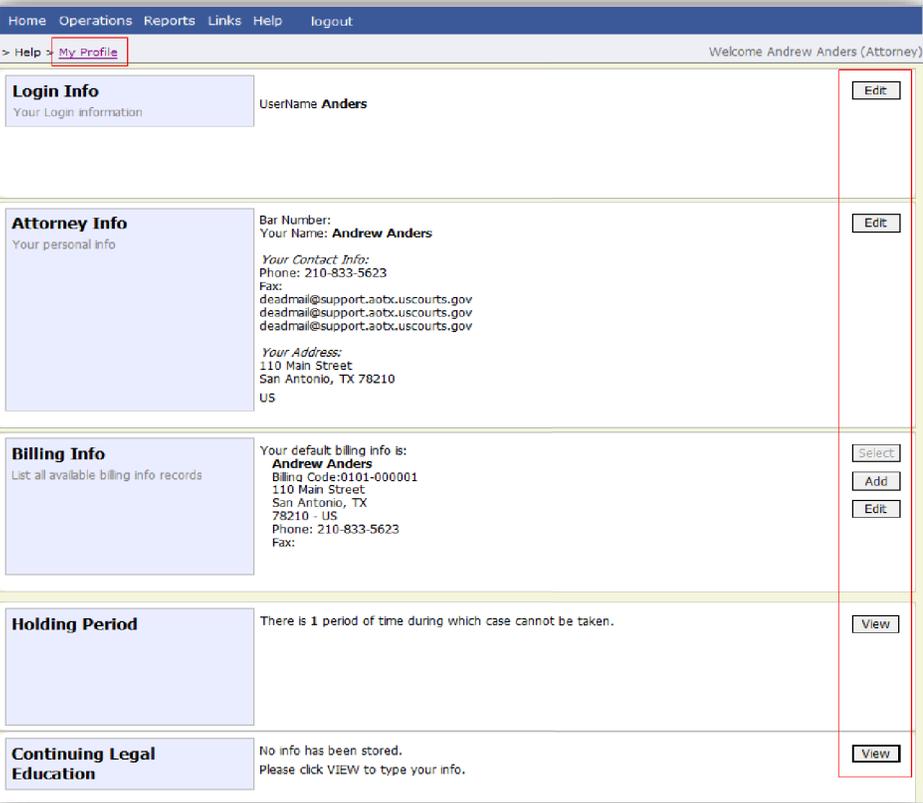


# My Profile

In the My Profile section, the attorney can:

- Change the password (Login Info section).
- Edit contact information, phone, email, and/or physical address (Attorney Info section).

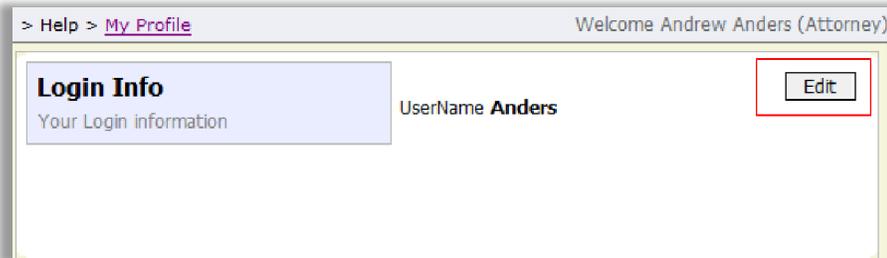
Click the **My Profile** hyperlink from either the Home page or the **Help** menu bar to access the My Profile page.



## Changing My Profile User Name and Password

### Step 1

In the Login Info section, click **Edit** to change your password.

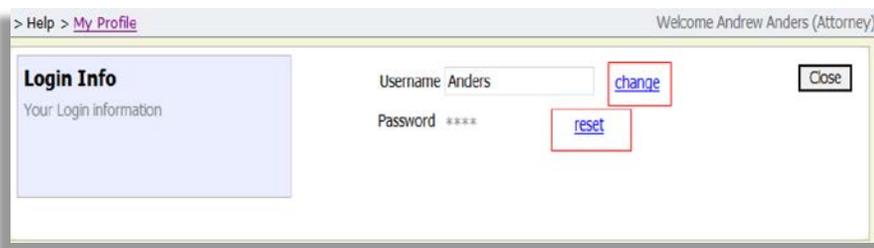


### Step 2

To change your user name, type the new user name and click the **change** hyperlink. The “The Username has been changed” message appears.

### Step 3

To reset your password, click the **reset** hyperlink.



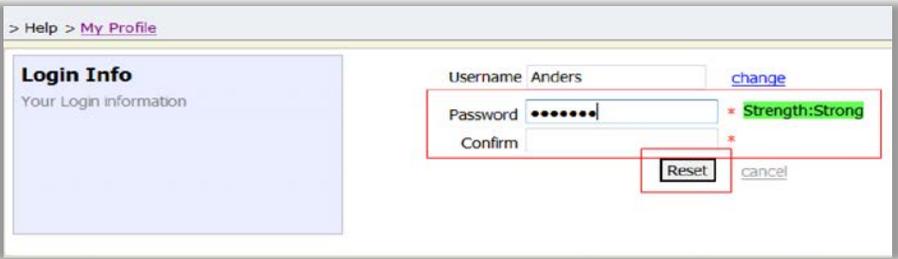
### Step 4

Enter the new password, and then reenter it in the **Confirm** field.

### Step 5

# Changing My Profile User Name and Password (cont'd)

Click **Reset** to save.



## Step 6

Click **Close** to exit the Login Info section.



# Attorney Info

In the Attorney Info section, click **Edit** to access your personal information.



Make any necessary changes, and then click **Save**.

**Attorney Info**  
Your personal info

**SSN Instructions:**  
If you are an appointed panel attorney, you are required to enter your Social Security Number in the SSN field.

If you are an associate only, do not enter your Social Security Number in the SSN field.

**Payee Certification:**  
This message informs you that the Name and TIN entered are collected pursuant to IRS Guidelines that govern what information must be collected by the judiciary for payments made to non-employees and other entities for services provided and for purposes of issuing a Form 1099-MISC. You have provided this information under penalties of perjury and certify that:  
1 - The number entered as my SSN or EIN is my correct taxpayer identification number; and  
2 - I am a U.S. citizen, U.S. resident alien, or other U.S. person (a partnership, corporation, company, or association created or organized in the U.S. or under the laws in the U.S.).

\* Required Fields

Bar Number  
[ ]

Tax Identification Number: \* (If on Panel)  
SSN: [ ]  
Confirm: [ ]

First Name \* Middle Last Name \*  
Andrew [ ] Anders [ ]

Main Email \*  
deadrmail@support.aobx.uscourts.gov [ ]

2nd Email  
deadrmail@support.aobx.uscourts.gov [ ]

3rd Email  
deadrmail@support.aobx.uscourts.gov [ ]

Phone \* Cell Phone Fax  
210-833-5623 [ ] [ ]

Address 1 \* City \*  
110 Main Street San Antonio

Address 2 State \* (US only) Zip \* (US only)  
[ ] TEXAS 78210

Address 3 Country \*  
[ ] UNITED STATES

Save Cancel

**Notes:**

- Each attorney (except associates) must have a SSN entered into the user profile or they will not be paid.
- The **Country** field is automatically set to **UNITED STATES** unless otherwise indicated.
- If you are a foreign vendor, select that check box and enter the appropriate information.
- You can list as many as three email addresses. Notifications from eVoucher are sent to all email addresses.

**Billing Info**

Step 1

Upon accessing the eVoucher system, verify that all billing information is correct.

Step 2

If any of the information is incorrect, contact the court to make any necessary changes. As a courtesy, payments may be made and credited to a law firm, but checks will be issued in the name of the actual panel attorney.

**Billing Info**  
List all available billing info records

Your default billing info is:

**Andrew Anders**  
Billing Code: 0101-000001  
110 Main Street  
San Antonio, TX  
78210 - US  
Phone: 210-833-5623  
Fax:

Select Add Edit

**Notes:**

- You must have billing information entered before any payments can be made.
- The SSN/EIN is used when reporting income to the IRS.

**Step 3**

Make any necessary changes and click **Save**.

The screenshot shows a web form titled "Billing Info" with a sub-header "List all available billing info records". The form contains the following fields and options:

- Billing Type:** Radio buttons for "Self-Employed" (selected), "Firm", and "Associate".
- Copy Address from Profile:** A checked checkbox.
- Name:** A text input field.
- Phone:** A text input field containing "210-833-5623".
- Fax:** An empty text input field.
- Address 1:** A text input field containing "110 Main Street".
- Address 2:** An empty text input field.
- Address 3:** An empty text input field.
- City:** A text input field containing "San Antonio".
- State:** A dropdown menu showing "TEXAS".
- Zip Code:** A text input field containing "78210".
- Country:** A dropdown menu showing "UNITED STATES".

In the top right corner of the form, there are two buttons: "Save" and "cancel".

**Step 4**

If applicable, billing information for a firm or an associate may be used.

**Billing Info**  
List all available billing info records

Billing Type:  
 Self-Employed  
 Firm  
 Associate

Tax Identification Number:  
EIN/TIN:   
Confirm:

Copy Address from Profile

Name:

Phone:  Fax:

Address 1:   
Address 2:   
Address 3:

City:  State:  Zip Code:   
Country:  UNITED STATES

Save  
cancel

**Billing Info**  
List all available billing info records

\* Required Fields

Billing Type:  
 Self-Employed  
 Firm  
 Associate

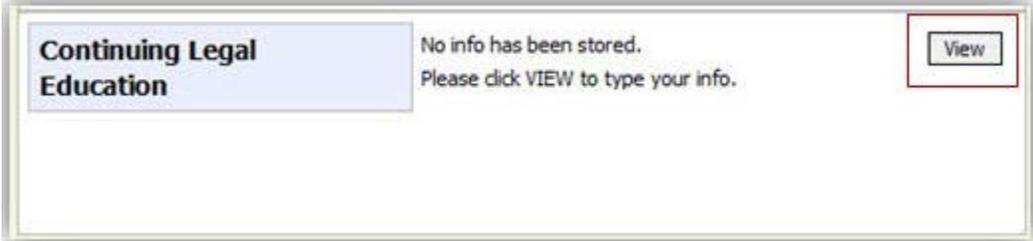
Billing Code:  Verify

- Attorneys with preexisting agreements must use the firm’s EIN and name.
- Associates do not need to enter an SSN, but must use the billing code of the attorney to be paid.

# Continuing Legal Education

## Step 1

In the Continuing Legal Education section, click **View** to access your CLE information.



## Step 2

To add CLE information, click **Add**.

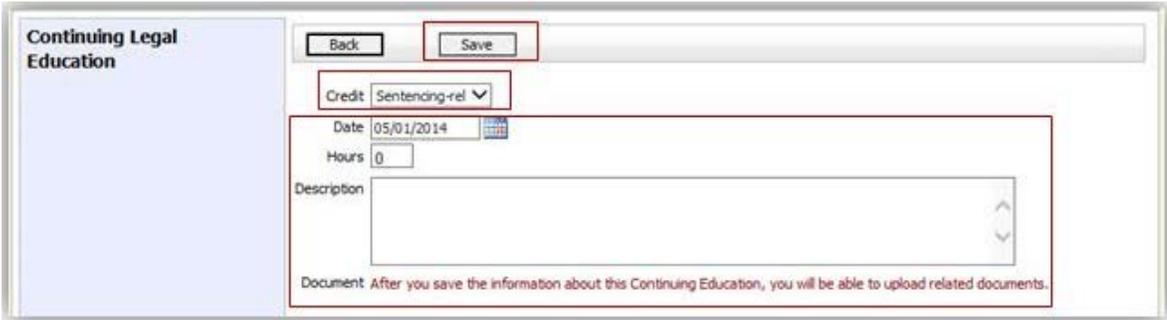


## Step 3

Click the **Credit** drop-down arrow to select CLE categories.

## Step 4

In the corresponding fields, enter the date, the number of hours, and a description. Click **Save**.



**Note:** After you save information, you can upload related PDF documents.

# Continuing Legal Education (cont'd)

Step 6

Click **Browse** to upload and attach a PDF document. Click **Save**.

Back Save

Credit: Sentencing-rel

Date: 05/15/2014

Hours: 0

Description: [Text Area]

Document: [Field] Browse...

**Note:** All entries appear in the grid and can be accessed, edited, or deleted by selecting the entry and clicking a button.

Continuing Legal Education

Back Edit Add Delete

Search:

Files	Credit	Date	Hours	Subject
0	Sentencin...	05/15/2014	0	

1 Page 1 of 1 (1 items)

# Appointments' List

On your home page, locate the Appointments column in the Appointments' List section.

Step 1

Click the case number hyperlink to open the Appointment Info page.

Appointments	Defendant
<a href="#">Case: 1:14-CR-08805-AA</a> Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	<b>Defendant: Jebediah Branson</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
<a href="#">Case: 1:14-CR-08805-AA</a> Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	<b>Defendant: Jebediah Branson</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 12/21/10 Pres. Judge: Albert Albertson Adm./Mag Judge:

View Representation

Attorney CJA 20 Voucher Template

Expert CJA 21 Voucher Template

Detailed Payment Reports

All vouchers associated with this case are displayed.

**Appointment**  
In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

[View Representation](#)

**Create New Voucher**

[AUTH](#) Authorization for Expert and other Services [Create](#)

[AUTH-24](#) Authorization for payment of transcript [Create](#)

[CJA-20](#) Appointment of and Authority to Pay Court-Appointed Counsel [Create](#)

[CJA-21](#) Authorization and Voucher for Expert and other Services [Create](#)

[CJA-26](#) Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum; District Court [Create](#)

[TRAVEL](#) Authorization for payment of Travel [Create](#)

**Reports**

[Appointment Report](#)

[Defendant Detail Budget Report](#)  
Detail budget info for defendant

[Defendant Summary Budget Report](#)  
Totals only of budget info for defendant

[Attorney Time Report](#)

**Appointment Info**

1. CRT. DKT. DEV CODE 2101	2. PERSON REPRESENTED Jebediah Branson	3. VOUCHER NUMBER
3. MAG. DKT. DEF NUMBER	4. DKT. DKT. DEF NUMBER 1:14-CR-08805-1-AA	5. OTHER DKT. DEF NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant
11. OFFENSE CHARGED 13-1825 F INSPECTION VIOLATION PENALTIES	10. REPRESENTATION TYPE Criminal Case	

12. ATTORNEY'S NAME AND MAILING ADDRESS  
Andrew Anders - Bar Number: 12345  
110 Main Street  
San Antonio TX 78210  
Phone: 210-833-5623

13. COURT ORDER  
 A Associate     C Co-Counsel  
 F Subs for Federal Defender     O Appointing Counsel  
 P Subs for Panel Attorney     R Subs for Retained Attorney  
 Y Statute Counsel  
Prior Attorney's Name  
Appointment Date  
Signature of Presiding Judge or By Order of the Court  
Albert Albertson  
Date of Order: 3/3/2014    Next Pro Test Date  
Repayment  YES  NO

14. LAW FIRM NAME AND MAILING ADDRESS

**Vouchers on File**

To group by a particular Header, drag the column to this area. Search: \_\_\_\_\_

Case	Defendant	Type	Status
<a href="#">1:14-CR-08805-AA</a> <small>Start: 03/03/2014 End: 06/05/2014</small>	Jebediah Branson (# 1) Claimed Amount: 778.40	CJA-20 Andrew Anders	Submitted to Court <a href="#">0101.0000001</a> INTERIM PAYMENT 1
<a href="#">1:14-CR-08805-AA</a> <small>Start: 04/02/2014 End: 01/01/1900</small>	Jebediah Branson (# 1) Claimed Amount: 1,000.00	AUTH Chemist, Toxicologist	Submitted to Court <a href="#">0101.0000002</a>
<a href="#">1:14-CR-08805-AA</a> <small>Start: 06/04/2014 End: 06/04/2014</small>	Jebediah Branson (# 1) Claimed Amount: 0.00 Approved Amount: 0.00	AUTH-24	Voucher Closed <a href="#">0101.0000003</a>
<a href="#">1:14-CR-08805-AA</a> <small>Start: 05/15/2014 End: 05/15/2014</small>	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Luz Garcia Hair, Fiber Expert	Voucher Entry <a href="#">Edit</a>
<a href="#">1:14-CR-08805-AA</a> <small>Start: 06/04/2014 End: 06/04/2014</small>	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-24 Teresa Transcripts	Voucher Entry <a href="#">Edit</a>
<a href="#">1:14-CR-08805-AA</a> <small>Start: 01/01/1901 End: 01/01/1901</small>	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry <a href="#">Edit</a>
<a href="#">1:14-CR-08805-AA</a> <small>Start: 06/04/2014 End: 06/04/2014</small>	Jebediah Branson (# 1) Claimed Amount: 14.50	CJA-24 Teresa Transcripts	Submitted to Attorney <a href="#">0101.0000149</a>

Page 1 of 1 (7 items)

## View Representation

Clicking the **View Representation** hyperlink displays the following information:

- Default excess fee limit
- Presiding judge
- Magistrate judge
- Co-counsel
- Previous counsel

### Step 2

In the Appointment section, click the **View Representation** hyperlink.



### Step 3

On the menu bar at the top of the page, click **Home**.

Home Operations Reports Links Help logout

**Representation**  
In this page you can access information of an existing representation.

**Reports**  
[Representation Report](#)

### Representation Info

1. CIR./DIST./DIV.CODE 0101		2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER		4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF NUMBER		6. OTHER. DKT/DEF NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson		8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)		9. TYPE PERSON REPRESENTED Adult Defendant	
10. REPRESENTATION TYPE Criminal Case		11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES			
EXCESS FEE LIMIT \$9,900.00		PRESIDING JUDGE Albert Albertson		MAGISTRATE JUDGE DESIGNEE	

App.ID	Attorney	Order Type	Order	Email
2	Andrew Anders	Appointing Counsel	03/03/14	deadmail@support.aotx.uscourts.gov

## CJA-20 Voucher Process Overview

Attorney enters time/expenses and submits the voucher.

Court CJA unit audits the voucher.

Court approves or rejects the voucher.

Court processes the voucher for payment.

## Creating the CJA-20 Voucher

The court creates the appointment. The attorney initiates the CJA-20 Voucher.

**Note:** All voucher types and documents function in primarily the same way.

In the Appointment section, from the CJA-20 Voucher template, click the **Create** hyperlink.



The voucher opens the Basic Info page, which displays the information in the paper voucher format.

Basic Info		VOUCHER NUMBER	
1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebedah Branson		
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF NUMBER	6. OTHER. DKT/DEF NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order Nunc Pro Tunc Date 3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

**Payment Info**

Preferred Payee: Andrew Anders

**Andrew Anders**  
SSN/EIN: \*\*\*-\*\*-6789  
123 Legal Blvd. South  
AnyTown, DC  
12345 - USA  
Phone: 888-555-4000  
Fax: 888-555-4001

< First < Previous Next > Last > Save Delete Draft

Tab headings appear at the top of the screen.

A progress bar appears at the bottom of the screen.

### Notes:

- To avoid data loss, frequently save any entries made to a voucher.
- To delete a voucher, click **Delete Draft** at any time prior to submitting it.
- To check for warnings or errors in the document, click **Audit Assist** at any time.
- To navigate, use the tab headings or progress bar.

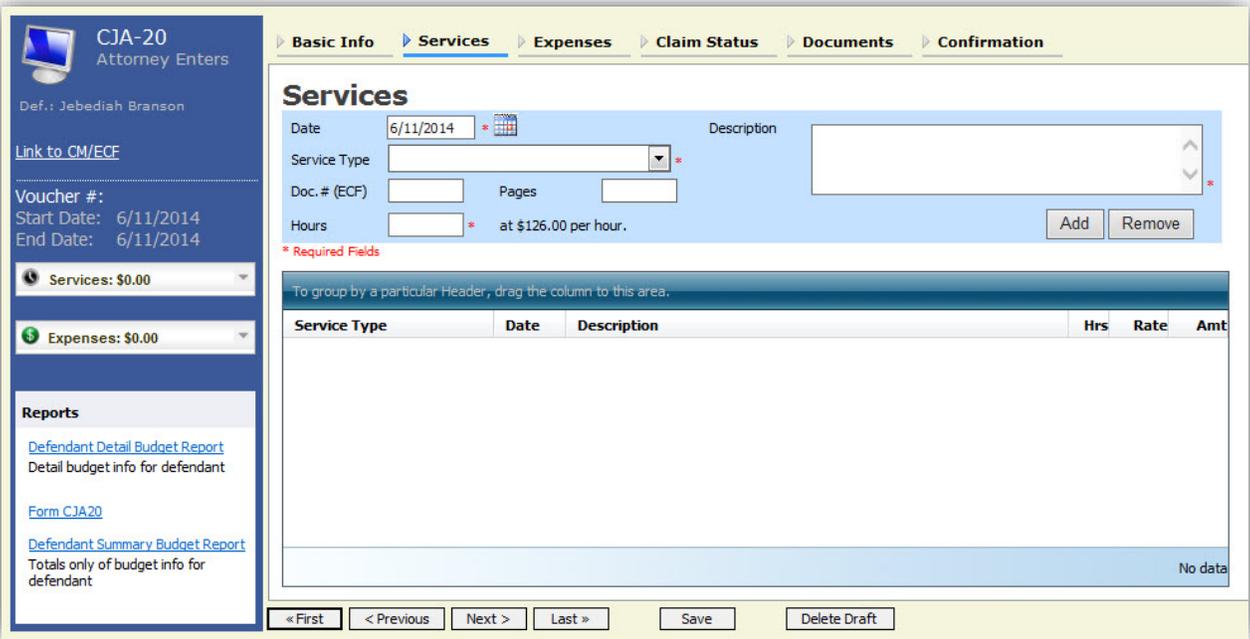
# Entering Services

Line-item time entries should be entered on the **Services** tab. Both in-court and out-of-court time should be recorded here.

**Note:** There is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work.

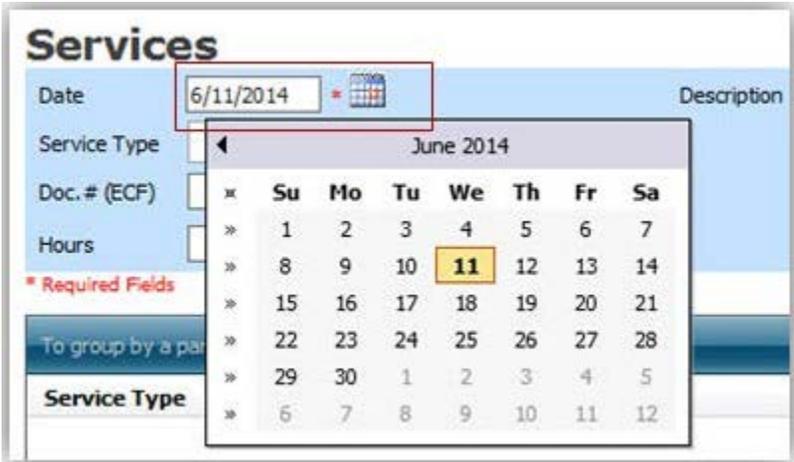
## Step 1

Click the **Services** tab, or click **Next** on the progress bar.



## Step 2

Enter the date of the service. The default date is always the current date. You can either type the date or click the calendar icon and select a date from the pop-up calendar.



# Entering Services (cont'd)

## Step 3

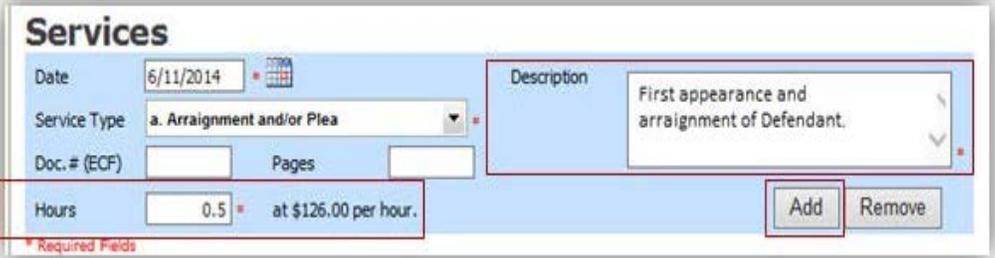
Click the **Service Type** drop-down arrow and select the service type.



**Note:** You can add dates in any order, or sort in chronological order at any time.

## Step 4

Enter your hours of service in tenths of an hour, enter a description, and then click **Add**.

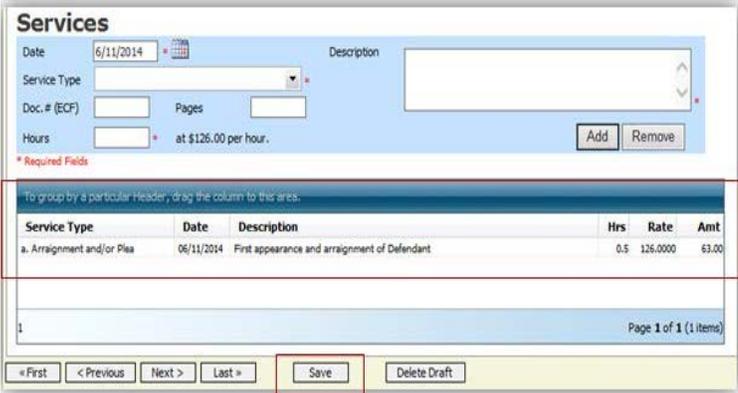


The entry is added to the voucher, and appears at the bottom of the Service Type column.

**Note:** You may add time in any order. Click an entry to edit.

## Step 5

The Date header sorts by date. Be sure to click **Save**.



# Entering Expenses

## Step 1

Click the **Expenses** tab, or click **Next** on the progress bar.

Basic Info | Services | **Expenses** | Claim Status | Documents | Confirmation

### Expenses

Date: 6/12/2014 \*  
Expense Type: \*  
Miles: at \$0.5600 per mile.  
Amount: \*  
Description: \*

Add Remove

\* Required Fields

To group by a particular Header, drag the column to this area.

Expense Type	Date	Description	Mile	Rate	Amt
No data					

<< First | < Previous | Next > | Last >> | Save | Delete Draft

## Step 2

Click the **Expense Type** drop-down arrow and select the applicable expense.

### Expenses

Date: 6/12/2014 \*  
Expense Type: \*  
Miles: \*  
Amount: \*

\* Required Fields

To group by a p

Expense Type
Travel Miles
Travel Misc.
Fax
Long Distance Charges
Photocopies
Postage
Other Expenses

<< First | < Previous | Next > | Last >>

# Entering Expenses (cont'd)

## Step 3

If **Travel Miles** is selected, enter the round-trip mileage, and then in the **Description** field, enter a description.

**Expenses**

Date: 6/12/2014

Expense Type: Travel Miles

Miles: 20 at \$0.5600 per mile.

Description: Travel to and from Court

Buttons: Add, Remove

\* Required Fields

To group by a particular Header, drag the column to this area.

Expense Type	Date	Description	Mile	Rate	Amt
No data					

Navigation: < First, < Previous, Next >, Last >, Save, Delete Draft

## Step 4

Click **Add**. The entry is added to the voucher and appears at the bottom of the Expense Type column.

**Expenses**

Date: 6/12/2014

Expense Type: [Dropdown]

Miles: [Input] at \$0.5600 per mile.

Description: [Input]

Buttons: Add, Remove

\* Required Fields

To group by a particular Header, drag the column to this area.

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	06/12/20...	Travel to and from Court	20	0.5600	11.20

Page 1 of 1 (1 items)

Navigation: < First, < Previous, Next >, Last >, Save, Delete Draft

# Entering Expenses (cont'd)

## Step 5

Click in the Date column header. This sorts expenses according to date. Click **Save**.

**Expenses**

Date: 6/12/2014 \*  
Expense Type: [dropdown] \*  
Miles: [input] at \$0.5600 per mile.  
Amount: [input] \*  
Add Remove

\* Required Fields

To group by a particular Header, drag the column to this area.

Expense Type	Date	Description	Mile	Rate	Amt
Photocopies	06/12/20...	Copies - 100 pages @ .15 per page	0	0	15.00
Travel Miles	06/12/20...	Travel to and from Court	20	0.5600	11.20

1 Page 1 of 1 (2 items)

< First < Previous Next > Last > Save Delete Draft

### Notes:

- If you choose photocopies or fax expenses, indicate the number of pages, and the rate charged per page.
- Remember to click **Add** after each entry.
- Click an entry to edit.

## Claim Status

### Step 1

Click the **Claim Status** tab, or click **Next** on the progress bar.

### Step 2

Enter the start date from the services or expenses entries, whichever date is earliest. If need be, go back to the Expense and Service sections and click in the Date header to sort by the earliest date of services.

The screenshot shows the 'Claim Status' form with the following elements:

- Start Date:** 6/11/2014
- End Date:** 6/12/2014
- Payment Claims:**
  - Final Payment
  - Interim Payment: 2 (payment #) \*
  - Supplemental Payment
  - Withholding Return Payment
- Reminder:** Please select the appropriate claim status.
- Survey Questions:**
  - Have you previously applied to the court for compensation and/or reimbursement for this case?
    - Yes
    - No
  - If Yes, were you paid?
    - Yes
    - No
  - Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation?
    - Yes
    - No
- Required Fields:** (indicated by a red asterisk)
- Navigation Buttons:** < First, < Previous, Next >, Last >, Save, Delete Draft, Audit Assist.

### Step 3

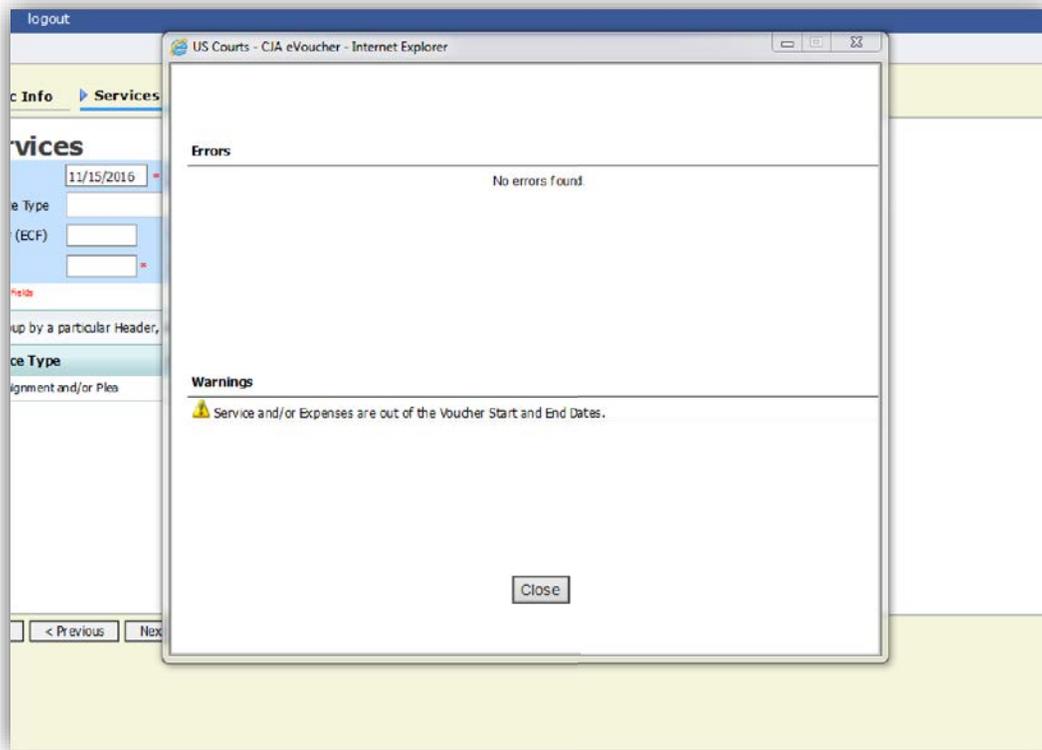
The Payment Claims section features the following payment claims type radio buttons:

- **Final Payment** is requested after all services have been completed.
- **Interim Payment** allows for payment throughout the appointment, but each court's practice may differ. If using this type of payment, indicate the number of interim payments.
- After the final payment has been submitted, **Supplemental Payment** may be requested due to a missed or forgotten receipt.
- The attorney may submit a blank (no services or expenses) CJA-20/30/21/31 at the end of the case, clicking the **Withholding Return Payment** radio button to request return payment of withheld funds.

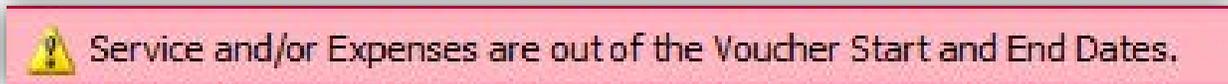
### Step 4

Answer all the questions regarding previous payments in this case. Click **Save**.

At any point while creating services or expense, click **Audit Assist** to view any errors or warnings regarding your document.



If you try to submit with errors, you may receive the following pink error message:



The message will be removed when you complete the Claim Status section with correct start and end dates that include all service and expense dates for the voucher.

# Documents

Attorneys (as well as courts) may attach documents. Attach any documentation that supports the voucher; e.g., travel or other expense receipts (all travel receipts and receipts for any expenses exceeding \$50), or orders from the court (including a copy of your signed appointment order and authorizations for interim payments, if applicable). If your voucher exceeds the district court threshold, also attach a copy of your approved CJA 26 form. All documents must be submitted in PDF format and must be 10 MB or less.

## Step 1

To add an attachment, click **Browse** to locate your file.

## Step 2

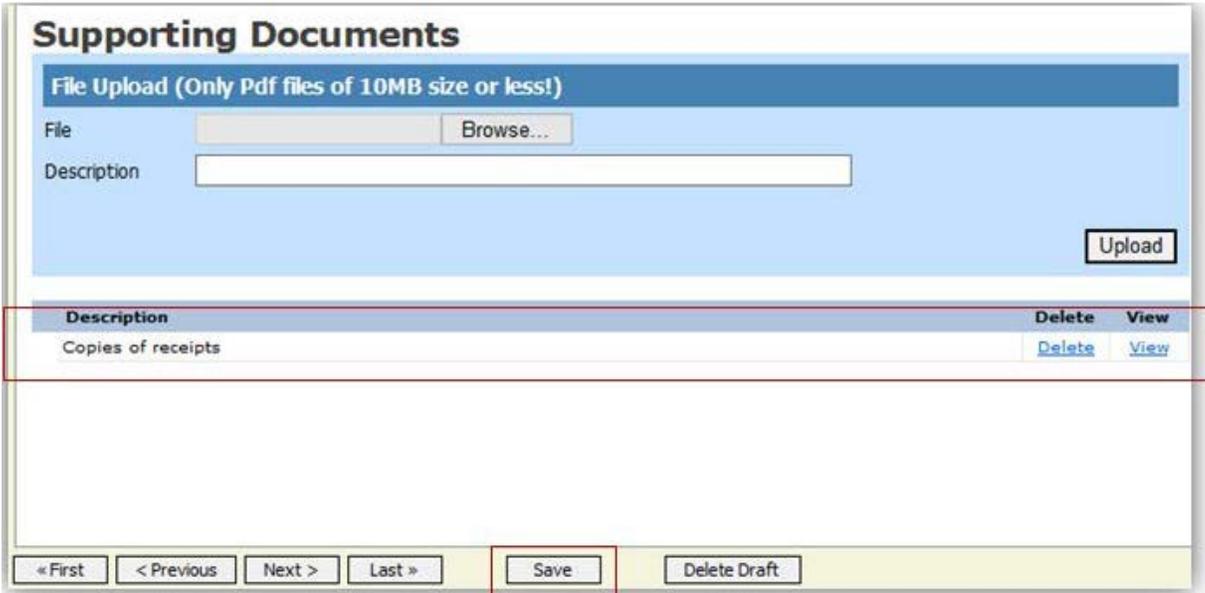
Add a description of the attachment.

## Step 3

Click **Upload**.



The attachment and description is added to the voucher and appears at the bottom of the Description column.



# Signing and Submitting to Court

When you have added all voucher entries, you are ready to sign and submit your voucher to the court.

**Step 1**

Click the **Confirmation** tab, or click **Last** on the progress bar.

The Confirmation page appears, reflecting all entries from the previous screens.

### Confirmation

1. CIR./DIST./DIV. CODE 0101		2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER	
3. MAG. DKT./DEF. NUMBER		4. DIST. DKT./DEF. NUMBER		5. APPEALS DKT./DEF. NUMBER	
6. OTHER DKT./DEF. NUMBER		7. IN CASE MATTER OF (Case Name) USA v. Branson		8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	
9. TYPE PERSON REPRESENTED Adult Defendant		10. REPRESENTATION TYPE Criminal Case		11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES	
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623			13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> V Standby Counsel		
14. LAW FIRM NAME AND MAILING ADDRESS Andrew Anders TIN: ***-**-6789 123 Legal Blvd. South Averytown DC 12345 USA Phone: 888-555-4000 Fax: 888-555-4001			Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order Nunc Pro Tunc Date 3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		

CLAIMS FOR SERVICES AND EXPENSES			FOR COURT USE ONLY		
CATEGORIES	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	ADJUSTED HOURS	ADJUSTED AMOUNT	REVIEW
15. a. Arraignment and/or Plea	0.5	\$63.00			
b. Bail and Detention Hearing	0	\$0.00			
c. Motion	0	\$0.00			
d. Trial	0	\$0.00			
e. Sentencing Hearings	0	\$0.00			
f. Revocation Hearings	0	\$0.00			
g. Appeals Court	0	\$0.00			
h. Other	0	\$0.00			
<b>Totals</b>	<b>0.5</b>	<b>\$63.00</b>			
16. a. Interviews and Conferences	0	\$0.00			
b. Obtaining and Reviewing Records	0	\$0.00			
c. Legal Research and Brief Writing	0	\$0.00			
d. Travel Time	0	\$0.00			
e. Investigative or Other Work	0	\$0.00			
<b>Totals</b>	<b>0</b>	<b>\$0.00</b>			
17. Travel Expenses (lodging, parking, meals, mileage, etc.)		\$11.20			
18. Other Expenses (other than experts, transcripts, etc.)		\$15.00			
<b>GRAND TOTALS (CLAIMED AND ADJUSTED)</b>		<b>\$89.20</b>			

19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: 6/12/2014 TO: 6/12/2014

20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION

21. CASE DISPOSITION

22. CLAIM STATUS  Final Payment  Interim Payment (\*)  Supplemental Payment

Have you Previously applied to the court for compensation and/or reimbursement for this?  YES  NO

If yes, were you paid?  YES  NO

Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation of anything of value) from any other source in connection with this representation?  YES  NO If yes, please attach supporting documentation

I swear or affirm the truth or correctness of the above statements.

Signature of Attorney: \_\_\_\_\_ Date Signed: \_\_\_\_\_

APPROVED FOR PAYMENT - COURT USE ONLY				
23. IN COURT COMP. \$0.00	24. OUT OF COURT COMP. \$0.00	25. TRAVEL EXPENSES \$0.00	26. OTHER EXPENSES \$0.00	27. TOTAL AMT. APPR.-CERT. \$0.00
28. SIGNATURE OF THE PRESIDING JUDGE			DATE	28a. JUDGE CODE
29. IN COURT COMP. \$0.00	30. OUT OF COURT COMP. \$0.00	31. TRAVEL EXPENSES \$0.00	32. OTHER EXPENSES \$0.00	33. TOTAL AMT. APPR.-CERT. \$0.00
34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount			DATE	34a. JUDGE CODE

Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes:

I swear and affirm the truth or correctness of the above statements

Date: \_\_\_\_\_

## Signing and Submitting to Court

You may include any information to the court in the **Public/Attorney Notes** field, including a reason/justification for the late filing if the voucher is being submitted more than 45 days after the disposition of the case.

### Step 2

Verify the information is correct.

### Step 3

Scroll to the bottom of the screen.

### Step 4

Select the check box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time stamped.

Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes

Notes

I swear and affirm the truth or correctness of the above statements

Date: 6/12/2014 16:32:35

**Submit**

« First < Previous Next > Last » Save Delete Draft

### Step 5

Click **Submit** to send to the court. A confirmation screen appears, indicating the previous action was successful and the voucher has been submitted for payment.

**Success**

Your voucher has been submitted for payment. You will receive a notification if we need more details.

Please keep the following voucher number for your own records:

**0101.0000150**

Back to:

[Home Page](#)

[Appointment Page](#)

## Signing and Submitting to Court (cont'd)

Click the **Home Page** hyperlink to return to the home page. Click the **Appointment Page** hyperlink if you wish to create an additional document for this appointment.

The active voucher is removed from the My Active Documents folder, and now appears in the My Submitted Documents section.

Case	Defendant	Type	Status
<a href="#">1:14-CR-08805-AA-</a> Start: 06/12/2014 End: 06/12/2014	Jebediah Branson (# 1) Claimed Amount: 89.20	CJA-20 Andrew Anders	Submitted to Court <a href="#">0101.0000150</a>
<a href="#">1:14-CR-08805-AA-</a> Start: 03/03/2014 End: 06/05/2014	Jebediah Branson (# 1) Claimed Amount: 778.40	CJA-20 Andrew Anders	Submitted to Court <a href="#">0101.0000001</a> INTERIM PAYMENT 1
<a href="#">1:14-CR-08805-AA-</a> Start: 04/02/2014 End: 01/01/1900	Jebediah Branson (# 1) Claimed Amount: 1,000.00	ALUTH Chemist, Toxicologist	Submitted to Court <a href="#">0101.0000002</a>

Page 1 of 1 (3 items)

**Note:** If a voucher is rejected by the court, it reappears in the My Active Documents section highlighted in gold.

Case
<a href="#">1:14-CR-08802-AA-</a> Start: 06/19/2014 End: 06/19/2014

An e-mail message generated by the system is sent explaining the corrections that need to be made. This information may also be found in the notes section on the last page of the rejected voucher.

# CJA-20 Quick Review Panel

When entering time and expenses in a CJA-20 voucher, the attorney may monitor the voucher totals using the quick review panel on the left side of the screen.

The **Services** and **Expenses** fields tally as entries are entered the voucher.



Expand the item by clicking the down arrow (▼) to reveal specifics.



## Reports and Case Management

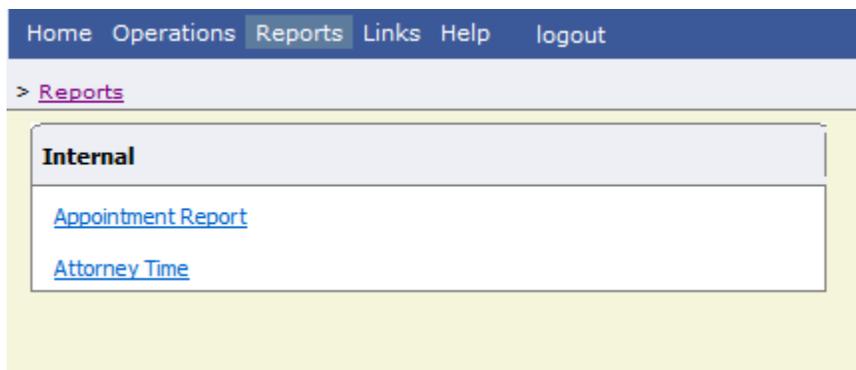
At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation.

Therefore, attorneys are encouraged to monitor the status of funds, attorney hours, and expert services, by reviewing the reports provided in the CJA eVoucher program. Items to remember:

- Viewable reports appear on the left review panel.
- Each panel, depending upon which document you are viewing, can have different reports available.
- Each report can have a short description of the information received when viewing that report.
- The two main reports are the Defendant Detail Budget Report and the Defendant Summary Budget Report.



You can find other accessible reports by clicking Reports on the menu bar.



## Defendant Detailed Budget Report

This report reflects the total amount authorized for this representation, any excess payment allowed, the vouchers submitted against those authorizations, and the remaining balances.

The report provides the information in two sections: attorney appointment and authorized expert service.

### Defendant Detail Budget Report - Attorney 1:14-CR-08805-1-AA

#### Counsel Budget Defendant: Jebediah Branson

Type of Representation: Criminal Case  
 Budget Amount Requested: \$0.00  
 Budget Amount Approved: \$9,300.00

Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending	
			Travel	Other			Travel	Other			
Attorney: Andrew Anders (Appointing Counsel) Active											
09/23/2015 to 09/23/2015	0101.0000001	\$0.00	\$0.00	\$0.00	\$0.00	\$6,350.00	\$0.00	\$0.00	\$6,350.00	\$3,550.00	\$3,550.00
01/01/1901 to 01/01/1901		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,550.00	\$3,550.00
01/01/1901 to 01/01/1901		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,550.00	\$3,550.00
				<b>Total Pending:</b>	<b>\$0.00</b>			<b>Total Approved:</b>	<b>\$6,350.00</b>	<b>\$3,550.00</b>	<b>\$3,550.00</b>

#### Expert and Other Services Budget - Requiring Authorization Defendant: Jebediah Branson

Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining		
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending
			Travel	Other			Travel	Other		
Authorization Number: 0101.0000002 Specialty: Chemist, Toxicologist Amount Requested: \$1,000.00 Amount Authorized: \$0.00 Attorney: Andrew Anders										

#### Grand Totals for the Representation Defendant: Jebediah Branson

NOTE: The Grand Totals Include Counsel CJA20 or CJA30 vouchers as well as vouchers for Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this representation. *Does not include Travel Auth	Pending			Approved			Combined Total		
	Fees	Expenses		Total	Fees	Expenses		Approved and Pending	
		Travel	Other			Travel	Other	Fees	Fees and Expenses
	\$0.00	\$0.00	\$0.00	\$0.00	\$6,350.00	\$0.00	\$0.00	\$6,350.00	\$6,350.00

## Defendant Summary Budget Report

This report contains the same information as the Defendant Detailed Budget Report without the individual voucher data.

### Defendant Summary Budget Report - Attorney 1:14-CR-08805-1-AA

#### Counsel Budget Defendant: Jebediah Branson

Type of Representation: Criminal Case  
 Budget Amount Requested: \$0.00  
 Budget Amount Approved: \$3,900.00

Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending	
			Travel	Other			Travel	Other			
Attorney: Andrew Anders (Appointing Counsel)		Active									
		Total Pending:			\$0.00	Total Approved:			\$6,350.00	\$3,550.00	\$3,550.00

#### Expert and Other Services Budget - Requiring Authorization Defendant: Jebediah Branson

Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining		
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending
			Travel	Other			Travel	Other		
Authorization Number: 0101.0000002 Specialty: Chemist, Toxicologist		Amount Requested: \$1,000.00			Amount Authorized: \$0.00			Attorney: Andrew Anders		

#### Grand Totals for the Representation Defendant: Jebediah Branson

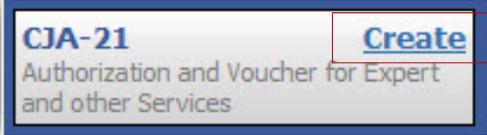
NOTE: The Grand Totals Include Counsel CJA20 or CJA30 vouchers as well as vouchers for Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this representation. *Does not include Travel Auth	Pending			Approved			Combined Total			
	Fees	Expenses		Total	Fees	Expenses		Approved and Pending		
		Travel	Other			Travel	Other	Fees	Fees and Expenses	
		\$0.00	\$0.00	\$0.00	\$0.00	\$6,350.00	\$0.00	\$0.00	\$6,350.00	\$6,350.00

# Creating a CJA-21 Voucher

**Note:** There is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work.

## Step 1

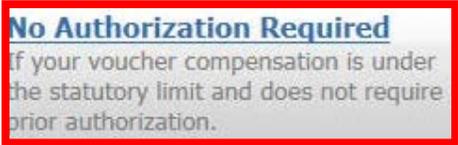
From the Appointment page, click **Create** from the CJA-21 Voucher template. The voucher opens the Basic Info page.



## Step 2

When submitting a CJA-21 Voucher, you have two options from which to choose in the Authorization Selection section.

If the request does not require advance authorization (\$900 or less total for all service providers in the case), click **No Authorization Required**.



If you have a previously approved authorization, click **Use Existing Authorization**. You will not be able to add an authorization to a voucher after you pass this point. It must be done at this step in the process or you will have to do the voucher over again with the proper linkage to be able to submit it.



**Basic Info**

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1-14-CR-08805-1-AA	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
EXCESS FEE LIMIT \$10,300.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1  DESIGNEE 2

**Authorization Selection**  
You can click the **Use Existing Authorization** button to select from a list of approved authorizations, or click the **No Authorization Required** button if under the statutory limit.

**No Authorization Required**  
If your voucher compensation is under the statutory limit and does not require prior authorization.

**Use Existing Authorization**  
Select this option to display and select from a list of approved authorizations for this appointment.

## Creating a CJA-21 Voucher (cont'd)

If you click **Use Existing Authorization**, the Associated Authorization list appears.

### Step 3

Select the authorization you wish to use. It turns beige when selected. **You cannot continue until it is highlighted.**

### Step 4

The service type automatically fills in based on the authorization selected. If no authorization is being used, click the **Service Type** drop-down arrow and select the service type.

### Step 5

In the **Description** field, enter a description of the service to be provided.

### Step 6

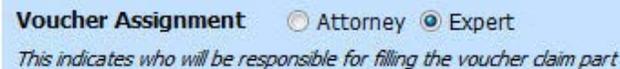
From the **Expert** drop-down list, select the expert.

If the expert you select is not in the eVoucher system, the **Voucher Assignment** buttons remain locked.



**Voucher Assignment**  Attorney  Expert  
*This indicates who will be responsible for filling the voucher claim part*

If the expert selected is in eVoucher, the **Voucher Assignment** buttons become available, indicating the expert can be selected and can then fill in their own services and expenses on the voucher.



**Voucher Assignment**  Attorney  Expert  
*This indicates who will be responsible for filling the voucher claim part*

Click **Create Voucher**. If the expert is chosen for voucher assignment, a notification e-mail is automatically generated and sent to the expert.

Please Select the Associated Authorization	
<b>ID Number: 186</b> Order Date: 03/03/2014 Authorized Amount: \$100.00 Grand Total Amount: \$100.00	Service Type: Interpreter/Translator Estimated Amount: \$5,000,000.00 Notes:
<b>ID Number: 223</b> Order Date: 03/03/2014 Authorized Amount: \$800.00 Grand Total Amount: \$0.00	Service Type: Chemist/Toxicologist Estimated Amount: \$800.00 Notes:

### New Voucher Information

**Service Type**  \*

**Description**

**Voucher Assignment**  Attorney  Expert  
*This indicates who will be responsible for filling the voucher claim part*

**Service Provider**  
 You can search one of the service providers already in the system  
 OR you can enter the required information for another provider

**Expert**

Expert Info	Charlene Campos
Details	110 Main Street San Antonio TX 78210 US Phone: 210-477-2344

### Notes:

- Only experts registered with the service type selected appear in the drop-down list. If you wish to submit a person for approval, steps on how to add an expert are outlined in the next section.
- If you don't enter all information, you cannot advance to the next screen.
- If the expert you selected is in the system, you are done at this point and can click **Home** or **logout**.
- If the expert you selected is not in the system, you must follow the steps to have them submitted in the next section.
- Once the expert is finished and submits the voucher, it comes to you and you must perform the second level approval/submission by clicking the voucher, navigating to the Confirmation page, and approving the voucher, which then moves to the My Submitted Documents section.

## Creating a CJA-21 Voucher (cont'd)

If you wish to submit a person as an expert, complete the following steps:

### Step 1

In the **Service Type** drop-down list, select the empty value. In the Voucher Assignment group, the **Attorney** radio button should be selected.

### Step 2

Fill in all required information on the person you wish to submit for approval. Click **Create Voucher**.

Please Select the Associated Authorization	
<b>ID Number: 186</b> Order Date: 03/03/2014 Authorized Amount: \$100.00 Grand Total Amount: \$100.00	Service Type: Interpreter/Translator Estimated Amount: \$5,000,000.00 Notes:
<b>ID Number: 223</b> Order Date: 03/03/2014 Authorized Amount: \$800.00 Grand Total Amount: \$0.00	Service Type: Chemist/Toxicologist Estimated Amount: \$800.00 Notes:

### New Voucher Information

**Service Type**  \*

**Description**

**Voucher Assignment**  Attorney  Expert  
*This indicates who will be responsible for filling the voucher claim part*

**Service Provider**  
 You can search one of the service providers already in the system  
 OR you can enter the required information for another provider

**Expert**

First Name  Middle Name  Last Name \*

Email \*

Phone \*  Fax

Address 1 \*  City \*

Address 2  State (U.S. Only\*)  Zip

Address 3  Country\*

### Notes:

- The person you submitted goes through an approval process. Once that person is approved, an email is sent to you.
- You can now select the person from the **Expert** drop-down list, and their information automatically populates.

## Creating a CJA-21 Voucher (cont'd)

After **Create Voucher** has been selected, proceed by following the steps mentioned previously for adding services, expenses, claim status, and documents on the CJA-20 voucher.

**Note:** If you have submitted the voucher for the expert, you must approve the voucher twice; once while sending it for the expert, and a second time after it appears in the My Active Documents section with the status of “Submitted to Attorney”.

### Step 1

Click the **Services** tab, or click **Next** on the progress bar.

### Step 2

In the corresponding fields, enter the date, units, rate, and description. If for an interpreter, use an increment of 1 unit and insert the half or full day rate indicating which in the description.

### Step 3

Click **Add**.

The screenshot shows the 'Services' section of the CJA-21 Voucher interface. At the top, there is a navigation bar with tabs: Basic Info, Services (selected), Expenses, Claim Status, Documents, and Confirmation. Below the navigation bar, the 'Services' section contains several input fields: 'Date' (with a calendar icon and a red asterisk), 'Units' (with a red asterisk), 'Rate' (with a red asterisk), and 'Description' (with a red asterisk). There are 'Add' and 'Remove' buttons to the right of the input fields. Below the input fields, there is a red asterisk and the text '\* Required Fields'. At the bottom of the Services section, there is a table with the following structure:

To group by a particular Header, drag the column to this area.					
Date	Description	Units	Rate	Amt	
03/27/2019					

The item appears at the bottom of the Services section. Click **Save**.

# Creating a CJA-21 Voucher (cont'd)

Click the **Expenses** tab, or click **Next** on the progress bar.  
In the corresponding fields, enter the date, expense type, description, and miles.  
Click **Add**.

**Expenses**

Date: 4/30/2019 \*  
Expense Type: \*  
Miles: \* at \$0.55 per mile.  
Amount: \*  
**Add** **Remove**

\* Required Fields

To group by a particular Header, drag the column to this area.

Expense Type	Date	Description	Miles	Rate	Amt
Travel Miles	04/30/2019	Travel	30	\$0.545	\$16.35

<< First < Previous Next > Last >> **Save** **Delete Draft** **Audit Assist**

The item appears at the bottom of the Expense Type column. Click **Save**.



**Note:** At any point, click **Audit Assist** and the system searches for any warnings or errors.

## Creating a CJA-21 Voucher (cont'd)

### Step 1

Click the **Claim Status** tab, or click **Next** on the progress bar.

### Step 2

Enter the start and end dates, making sure to select the earliest date of services and expenses as the start date.

### Step 3

In the Payment Claims section, click the appropriate radio button, and then click **Save**.

The screenshot displays the 'Claim Status' form with the following details:

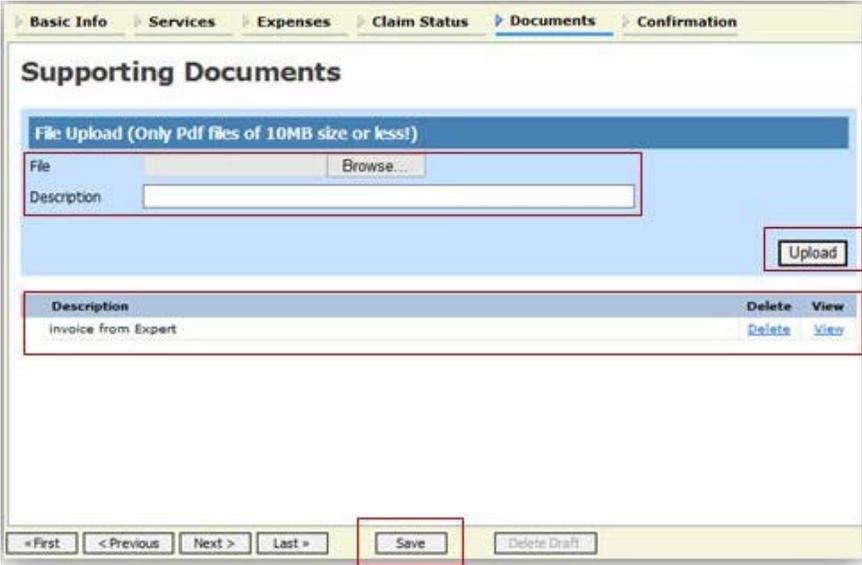
- Navigation tabs: Basic Info, Services, Expenses, **Claim Status**, Documents, Confirmation.
- Start Date: 6/12/2014
- End Date: 6/14/2014
- Payment Claims section:
  - Final Payment
  - Interim Payment (payment #)
  - Supplemental Payment
  - Withholding Return Payment
- Reminder: Please select the appropriate claim status.
- Required Fields: \* Required Fields
- Buttons: < First, < Previous, Next >, Last >, **Save**, Delete Draft, Audit Assist.

### Notes:

- Final payment is requested after all services have been completed.
- Interim payment allows for payment in segments, but each court practice may differ. If using this type of payment, indicate the number of this request payment.
- After the final payment number has been submitted, supplemental pay may be requested due to a missed or forgotten receipt.
- At the end of the case, to request return payment of withheld funds, click **Withholding Return Payment** on a blank CJA-21.

## Creating a CJA-21 Voucher (cont'd)

Click the **Documents** tab or click **Next** on the progress bar. Click **Browse** to select a PDF file to attach. Click **Upload**. The document appears at the bottom of the Description column. Click **Save**.



**Note:** All documents must be submitted in PDF format and must be 10 MB or less.

## Creating a CJA-21 Voucher (cont'd)

A confirmation page appears.

### Step 1

Verify all information is correct.

### Step 2

Select the affirmation check box. This automatically time stamps the voucher.

### Step 3

Click **Submit**. If you would like to print and/or save a copy of your voucher, you must do so before submitting it to the court. After submission, you will be unable to view/print/save any supporting pages (fees and expenses list) and/or documents until it has been approved by the court.

A confirmation screen appears, indicating the previous action was successful and the voucher has been submitted.

Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes

I swear and affirm the truth or correctness of the above statements  
Date: 6/19/2014 9:28:36

Submit

< First < Previous Next > Last > Save Delete Draft

### Step 4

Click the **Home Page** hyperlink to return to the home page. Click the **Appointment Page** hyperlink if you wish to create an additional document for this appointment.

Success

Your voucher has been submitted for payment. You will receive a notification if we need more details.

Please keep the following voucher number for your own records:

**0101.0000154**

Back to:  
[Home Page](#)  
[Appointment Page](#)

## Creating a CJA-21 Voucher (cont'd)

The case file appears in the My Active Documents section.

Step 5

Click the case hyperlink to select the file.



Case	Defendant	Type	Status
<a href="#">1:14-CR-08807-AA-</a> Start: 06/12/2014 End: 06/19/2014	Wendy Wilson (# 2) Claimed Amount: 166.80	CJA-21 Gina Gabriel Weapons Firearms Explosi...	Submitted to Attorney <b>0101.0000154</b> FINAL PAYMENT

Navigate to the **Confirmation** tab.

Step 6

Verify all information is correct.

Step 7

Certify the information by selecting the certification check box. This automatically time stamps the voucher. Click **Approve**.



Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes

I certify that I have reviewed the above information  
Date: 6/19/2014 9:43:24

**Approve** **Reject**

< First Previous Next > Last = Save Delete Draft

# Submitting an Authorization Request for Expert Services

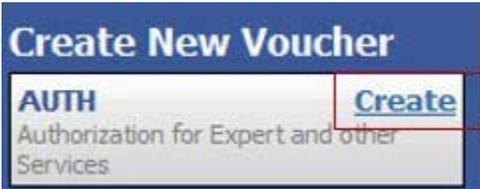
**Note:** There is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work.

## Step 1

Open appointment record.

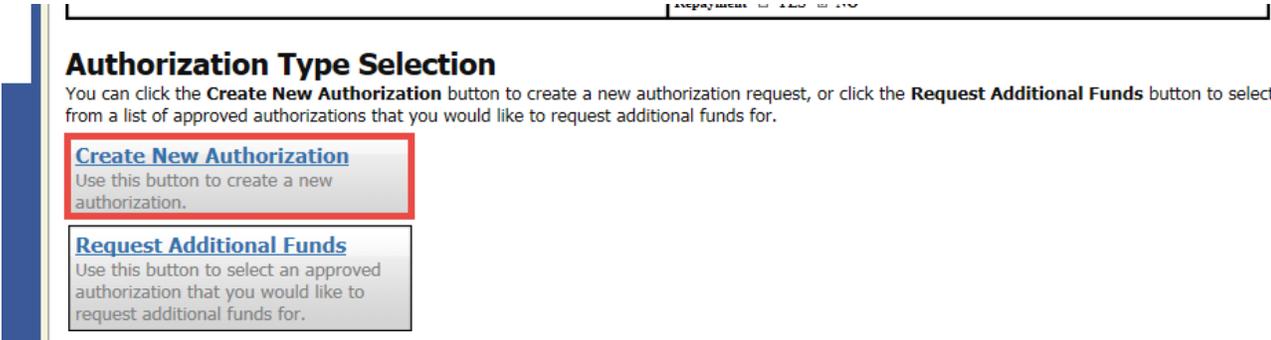
## Step 2

Click the **Create** hyperlink next to AUTH.



## Step 3

Click the **Create New Authorization** hyperlink.



# Submitting an Authorization Request for Expert Services (cont'd)

Step 4

The Basic Info page appears.

Basic Info Documents Confirmation

### Basic Info

1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT./DEF.NUMBER	4. DIST. DKT./DEF.NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT./DEF.NUMBER	6. OTHER. DKT./DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case

11. OFFENSE(S) CHARGED  
15:1825.F INSPECTION VIOLATION PENALTIES

12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623	13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel  Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order      Nunc Pro Tunc Date 3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
--	---

14. LAW FIRM NAME AND MAILING ADDRESS

Order Date

Nunc Pro Tunc Date

Repayment

Estimated Amount \$  \*

Authorized Amount \$

Basis of Estimate

Description

Service Type  \*

Requested Provider

<< First < Previous Next > Last >> Save Delete Draft

## Submitting an Authorization Request for Expert Services (cont'd)

### Step 5

Complete the information in the blue section at the bottom of the screen. This includes the following fields:

- **Estimated Amount**
- **Basis of Estimate**
- **Service Type** drop-down list
- **Requested Provider** drop-down list

Click **Save**.

The screenshot shows a web form for submitting an authorization request. The form is split into two main color-coded sections: a light blue section for data entry and a light yellow section for navigation. The blue section includes the following fields:

- Order Date**: Text input field.
- Nunc Pro Tunc Date**: Text input field.
- Repayment**: A checkbox.
- Estimated Amount**: A text input field containing "\$ 8000.00".
- Authorized Amount**: A text input field starting with "\$".
- Basis of Estimate**: A text input field containing "100 hours at \$80/hour".
- Description**: A large text area with up and down arrow icons.
- Service Type**: A dropdown menu showing "Investigator".
- Requested Provider**: A text input field containing "John Doe".

The yellow section at the bottom contains several buttons: "< First", "< Previous", "Next >", "Last >", "Save", and "Delete Draft". Red boxes in the image highlight the "Estimated Amount", "Basis of Estimate", "Service Type", "Requested Provider", and "Save" fields/buttons.

### Step 6

### Note:

All authorization requests for service providers must be submitted in eVoucher, not CM/ECF. Also, there is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work.

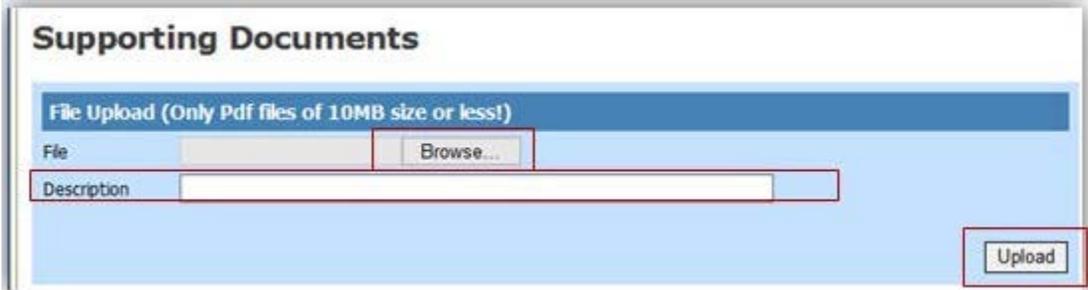
All requests should indicate the name of the service provider, what type of service they will be providing, their hourly rate, how many hours are needed and if applicable, the volume of discovery and why you are unable to perform the service.

# Submitting an Authorization Request for Expert Services (cont'd)

**Note:** All documents must be submitted in PDF format and must be 10 MB or less.

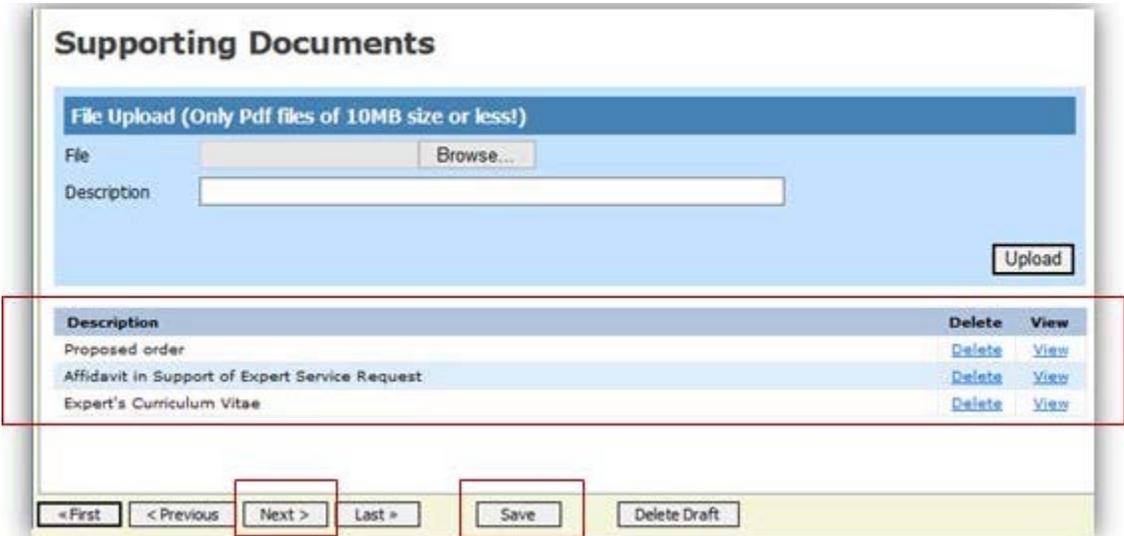
## Step 1

To add the attachment, click **Browse** to locate your file. In the **Description** field, add a description of the attachment. Click **Upload**, click **Save**, and then click **Next**.



## Step 2

The attachment description uploads and appears at the bottom of the Description column.



## Step 3

The Confirmation screen appears. Select the check box to swear and affirm to the accuracy of the authorization, which automatically time stamps it. In the **Public/Attorney Notes** field, you can include any notes to the court.

## Submitting an Authorization Request for Expert Services (cont'd)

Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes

I swear and affirm the truth or correctness of the above statements

Date: 6/16/2014 15:53:48

**Submit**

« First < Previous Next > Last » Save Delete Draft

### Step 4

Click **Submit** to send to the court.

A confirmation screen appears, indicating the previous action was successful and the authorization request has been submitted.

Click the **Home Page** hyperlink to return to the home page. Click the **Appointment Page** hyperlink if you wish to create an additional document for this appointment.

The authorization request now appears in the My Submitted Documents section of the Attorney home page.

**Success**

Your voucher has been submitted for payment. You will receive a notification if we need more details.

Please keep the following voucher number for your own records:

**0101.0000152**

Back to:

[Home Page](#)

[Appointment Page](#)

Users are able to increase the amount approved on an authorization as new amounts are requested. When generating an authorization, the user is asked if they want to “Create a New Authorization” or “Request Additional Funds” for an existing authorization. If “Request Additional Funds” is selected, a list of all closed authorizations is presented and the user can then select the authorization to which the new request should be linked.

## Submitting an Authorization Request for Expert Services (cont'd)

### Request for Additional Funds on existing Authorization

Order Date	<input type="text"/>	
Nunc Pro Tunc Date	<input type="text"/>	
Repayment	<input type="checkbox"/>	
Estimated Amount	\$ <input type="text"/>	*
Authorized Amount	\$ <input type="text"/>	<input type="checkbox"/> Deactivated
Basis of Estimate	<input type="text"/>	
Description	<input type="text"/>	
Service Type	<input type="text"/>	*
Notes	<input type="text"/>	







When increasing funds on an existing authorization, the approved amount is added to the amount of the original authorization to which it is attached, and a link is established between the two documents.

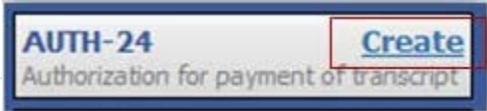
The original authorization is the authorization that holds the approved funds and is the only authorization presented when CJA21/31s are generated. These authorizations are also used for the various calculations regarding authorization amounts. Note that a hyperlink displays that users can select to view the original authorization in a separate tab. Users should remember to close the newly opened tab after viewing the authorization, as having multiple tabs open in CJA eVoucher can lead to unintended results.

# Creating an Authorization for Transcripts (AUTH-24)

**Note:** There is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work.

## Step 1

From the Appointment page, click the **Create** hyperlink next to AUTH-24.



page. Click the **No Authorization Required** hyperlink.

**No Authorization Required**  
If your voucher compensation is under the statutory limit and does not require prior authorization.

## Step 2

Enter the details for the transcript required on the Basic Info page. Click **Save**.

**AUTH-24 Attorney Enters**  
Def.: Jebediah Branson  
Link to CM/EOE  
Voucher #: Request Date: 1/1/1901 Decision Date: 1/1/1901

**Basic Info**

1. CR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DIST. DEF. NUMBER	4. DIST. DIST. DEF. NUMBER 1-14-CR-08805-1-JAA	9. APPEALS DIST. DEF. NUMBER	8. OTHER DIST. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15.1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order Near Pro Tunc Date 3-3-2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Proceeding Transcript To Be Used: [Dropdown]  
 Proceeding To Be Transcribed: [Dropdown]  
 Apportioned Cost (%): [Text]  
 Apportioned Case and Defendant: [Text]  
 Special Transcript Handling: None [Dropdown]

Transcripts:  Prosecution Opening Statement  Prosecution Argument  Prosecution Rebuttal  
 Defense Opening Statement  Defense Argument  Jury Instructions  Voir Dire

Order Date: [Text]  
 Nunc Pro Tunc Date: [Text]

[First] [Previous] [Next] [Last] [Save] [Delete Draft]

## Creating an Authorization for AUTH-24 Transcripts (cont'd)

**Note:** All documents must be submitted in PDF format and must be 10 MB or less.

### Step 1

Click the **Documents** tab, or click **Next** on the progress bar.

### Step 2

Click **Browse** to select a PDF file to attach. Click **Save**.

### Step 3

Click **Upload**.

The document appears at the bottom of the Description column.

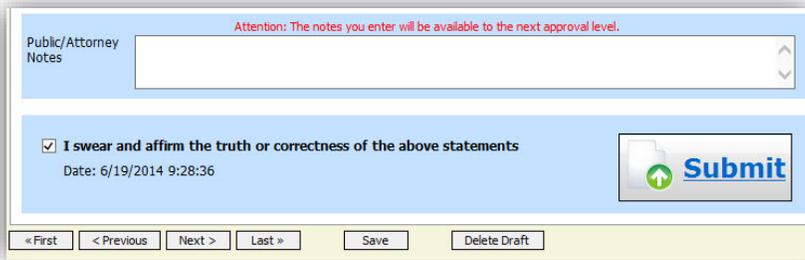
Click **Save**, and a confirmation page appears.

The screenshot shows a web interface for uploading supporting documents. It includes a 'File Upload' section with a 'Browse...' button and an 'Upload' button. Below this is a table listing the uploaded document 'Documentation' with 'Delete' and 'View' options. At the bottom, there is a 'Save' button highlighted with a red box, and a 'Delete Draft' button.

### Step 4

Verify all information is correct. Select the affirmation check box, and then click **Submit**.

## Creating an Authorization for AUTH-24 Transcripts (cont'd)



Public/Attorney Notes

Attention: The notes you enter will be available to the next approval level.

I swear and affirm the truth or correctness of the above statements

Date: 6/19/2014 9:28:36

[Submit](#)

« First < Previous Next > Last » Save Delete Draft

A confirmation screen appears, indicating that the previous action was successful and the authorization request has been submitted.

Click the **Home Page** hyperlink to return to the home page. Click the **Appointment Page** hyperlink if you wish to create an additional document for this appointment.



Success

Your voucher has been submitted for payment. You will receive a notification if we need more details.

Please keep the following voucher number for your own records:

**0101.0000148**

Back to:

[Home Page](#)

[Appointment Page](#)

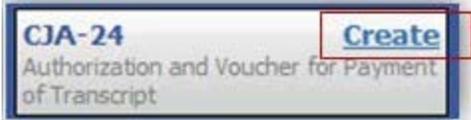
The AUTH-24 now appears in the My Submitted Documents section of the Attorney home page.

## Creating a CJA-24 Voucher

After submission and approval of an AUTH 24, court staff will create the CJA 24 voucher for payment for official PAMD court reporters only and you will only have to certify and submit them to the court. You are responsible for creating them for any person or service who is not PAMC court personnel.

### Step 1

From the Appointment page, click the **Create** hyperlink next to CJA-24.



The Basic Info page appears, showing approved authorizations.

**Basic Info**

1. CIR. DIST/DIV. CODE	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. CJA V. DIVISION	4. DIST. DKT/DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF. NUMBER	6. OTHER. DKT/DEF. NUMBER
(Name)	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
EXCESS FEE LIMIT \$10,300.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1
			DESIGNEE 2

**Authorization Selection**  
Select an approved authorization request for this CJA-24

**Existing Requests for Authorization**

<b>ID Number: 26</b> Order Date: 03/03/2014 Authorized Amount: 0	Service Type: Court Reporter / Transcript Estimated Amount: 0
<b>ID Number: 148</b> Order Date: 03/03/2014 Authorized Amount: 0	Service Type: Court Reporter / Transcript Estimated Amount: 0

**No Existing Authorization in eVoucher**  
If you do not have an existing authorization in eVoucher, you may create one by clicking here.

from a list of approved authorizations, or click the **No Existing**

**Step 2**

**Step 3**

Next > Last > Delete Draft Audit Assist

able AUTH-24. This highlights it in

**Note:** You must select whether you, the attorney, or the court reporter will be filling out the voucher claim portion.

In the Voucher Assignment group, click the appropriate radio button indicating whether you or the transcriptionist will be entering information.

## Creating a CJA-24 Voucher (cont'd)

**New Voucher Information**

Description

**Voucher Assignment**  Attorney  Expert  
*This indicates who will be responsible for filling the voucher claim part*

**Court Report/Transcriber Status**  
 Official  Contract  Transcriber  Other

**Service Provider**  
 You can search one of the service providers already in the system  
 OR you can enter the required information for another provider

**Expert** [Empty dropdown]

First Name Middle Name Last Name \*

SSN/EIN: \* Email \*

Phone \* Fax

Address 1 \* City \*

Address 2 State \* Zip \*

Address 3 Country

**Create Voucher**

← First < Previous Next > Last → Delete Draft

### Step 4

Click the **Expert** drop-down arrow and select the transcriptionist. Click **Create Voucher**.

**New Voucher Information**

Description

**Voucher Assignment**  Attorney  Expert  
*This indicates who will be responsible for filling the voucher claim part*

**Court Report/Transcriber Status**  
 Official  Contract  Transcriber  Other

**Service Provider**  
 You can search one of the service providers already in the system  
 OR you can enter the required information for another provider

**Expert** Transcripts, Teresa ▾

**Expert Info** Teresa Transcripts  
 Details  
 110 Main Street  
 San Antonio TX 78210 USA  
 Phone: 210-553-5692

**Create Voucher**

← First < Previous Next > Last → Delete Draft

### Notes:

- To enter a new transcriptionist into the system, select the **Expert** drop-down list, and enter all required information.
- Selecting a transcriptionist already in the system automatically populates that expert's information.

## Creating a CJA-24 Voucher (cont'd)

**Note:** If you click the **Expert** radio button, the expert fills out the required expense information and submits the form. The attorney then approves it and submits to the court. You may also click **Audit Assist** at any time to verify warnings or errors.

### Step 1

Click the **Services** tab, or click **Next**.

### Step 2

Complete the **Date**, **Service Type**, **No. of Pages**, **Rate**, and **Description** fields, and then click **Add**. The items appear at the bottom of the Service Type column. Click **Save**.

Service Type	Date	Description	Incl. Page Numbers	No. Pages	Rate	Apportioned	Discount	Total
Original	07/01/2014	Sentencing		100	4.85			485.00

**NOTE:** From the **Service Type** drop-down list, you can select **Original** or **Copy**. The rate should vary between two choices.

### Step 1

Click the **Expenses** tab, or click **Next** on the progress bar.

### Step 2

Complete the **Date**, **Expense Type**, and **Description** fields, and then click **Add**.

The item appears below the Expenses section.

Click **Save**.

## Creating a CJA-24 Voucher (cont'd)

**Expenses**

Date: 7/1/2014  
 Expense Type: [Dropdown]  
 Miles: [Input]  
 Amount: [Input]

Description: [Input] rate per mile: \$0.5600

[Add] [Remove]

**Required Fields**

[No group by a particular header, drag the column to this area.]

Expense Type	Date	Description	Mile	Rate	Amt
No data					

< First < Previous Next > Last = Save Delete Draft

**Note:** All documents must be submitted in PDF format and must be 10 MB or less.

### Step 1

Click the **Documents** tab, or click **Next** on the progress bar.

### Step 2

Click **Browse** to select a PDF file to attach. Click **Upload**.

The document appears at the bottom of the Description column.

Click **Save**.

**Supporting Documents**

File Upload (Only Pdf files of 10MB size or less)

File: [Input] [Browse...]  
 Description: [Input]

[Upload]

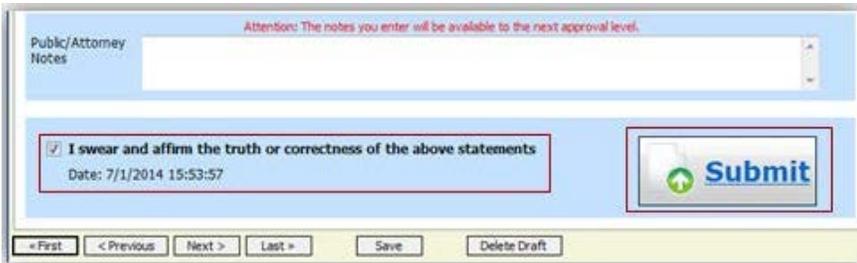
Description	Delete	View
No Attachments		

< First < Previous Next > Last = Save Delete Draft

## Creating a CJA-24 Voucher (cont'd)

### Step 3

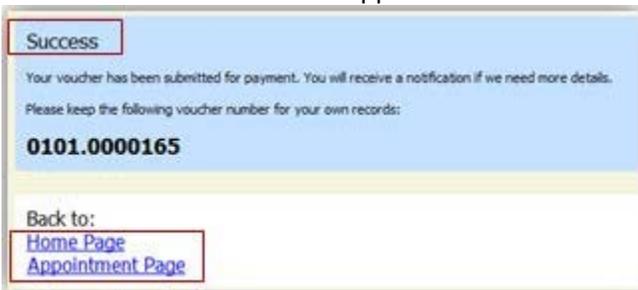
A confirmation page appears. Verify all information is correct, and then select the affirmation check box, which automatically time stamps the voucher. Click **Submit**.



The screenshot shows a web form with a blue header and a white body. At the top, there is a red warning message: "Attention: The notes you enter will be available to the next approval level." Below this is a text area labeled "Public/Attorney Notes". In the center, there is a checkbox labeled "I swear and affirm the truth or correctness of the above statements" which is checked. Below the checkbox is the date and time: "Date: 7/1/2014 15:53:57". To the right of the checkbox is a large blue "Submit" button with a green arrow icon. At the bottom of the form, there are several navigation buttons: "< First", "< Previous", "Next >", "Last >", "Save", and "Delete Draft".

### Step 4

A confirmation screen appears, indicating the previous action was successful, and the voucher has been submitted. Click the **Home Page** hyperlink to return to the home page. Click the **Appointment Page** hyperlink if you wish to create an additional document for this appointment.



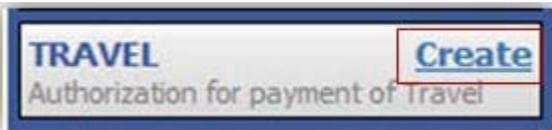
The screenshot shows a success confirmation screen with a blue header and a white body. At the top, there is a red-bordered box containing the word "Success". Below this, there is a message: "Your voucher has been submitted for payment. You will receive a notification if we need more details. Please keep the following voucher number for your own records:". The voucher number is displayed in bold black text: "0101.0000165". At the bottom, there is a "Back to:" label followed by two hyperlinks: "Home Page" and "Appointment Page".

**Note:** There is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work.

## Creating a Travel Authorization

### Step 1

From the Appointment page, click the **Create** hyperlink next to TRAVEL.



The Basic Info page appears.

Basic Info			
1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Wendy Wilson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CP-08802-2-AAA	5. APPEALS DKT. DEF. NUMBER	6. OTHER DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Wilson et al	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 18-13-4530.F INCOME TAX, FAILURE TO FILE			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> V Steadby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 5/27/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			
Travel Agency to be Used: Global Travel			
<b>Global Travel</b> 1234 Travel Lane Suite 200 Second Floor Los Angeles, CA 93765 Phone: 1-800-444-7890 Fax: 1-800-555-7777 Email: mail@support.eotb.uscourts.gov			

The Travel Agency to be Used section automatically populates.

### Step 2

Click the **Authorization Request** tab, or click **Next** on the progress bar.

### Step 3

Complete all required fields marked with red asterisks, and then click **Add**.

The information appears in the table at the bottom of the screen. Click **Save**.

# Creating a Travel Authorization (cont'd)

**Request For Travel\***

\* Required Fields

Name and Title of Person Traveling: \_\_\_\_\_

Address of Person Traveling: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

Travel From location: \_\_\_\_\_

Travel To Location: \_\_\_\_\_

Estimated Dates of Travel: \_\_\_\_\_

Travel Requested

Airline Tickets via CJA Government

Travel Agency \_\_\_\_\_

Ground Transportation \_\_\_\_\_

Per Diem (Hotel & Meals)\*\* \_\_\_\_\_

Other \_\_\_\_\_

Estimated Cost

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Estimated Cost: \_\_\_\_\_ \*

Justification for Request: \_\_\_\_\_

Add Remove

\* All travel and expenses must be in compliance with government travel regulations.  
\*\* Actual cost of hotel and meals up to the established per diem rate. Expenses for travel for one day or last day is up to the MIE rate.

To group by a particular Header, drag the column to this area.

Name	Purpose	Travel To	Travel Date	Requested
Wendy Wilson	Acquire documents	Los Angeles, CA	July 14, 15	490.00

Page 1 of 1 (1 items)

<< First < Previous Next > Last >> Save Delete Draft

## Step 1

Click the **Documents** tab, or click **Next** on the progress bar.

## Step 2

Click **Browse** to select a PDF file to attach. Click **Upload**.

## Creating a Travel Authorization (cont'd)

The document appears at the bottom of the Description column.

**Note:** All documents must be submitted in PDF format and must be 10 MB or less.

Click **Save**.

The screenshot displays the 'Supporting Documents' section of the CJA eVoucher system. It features a 'File Upload' area with a 'Browse...' button and an 'Upload' button. Below the upload area is a table with columns for 'Description', 'Delete', and 'View'. The table contains one row with 'Documents' in the description column. At the bottom, there are navigation buttons: '<< First', '< Previous', 'Next >', 'Last >>', 'Save', and 'Delete Draft'.

### Step 3

The **Confirmation** tab appears. Verify all information is correct. Select the affirmation check box, which automatically time stamps the voucher. Click **Submit**.

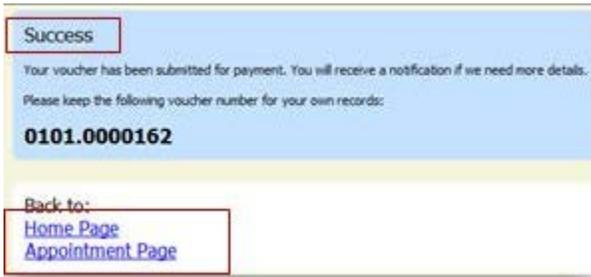
The screenshot displays the 'Confirmation' tab of the CJA eVoucher system. It features a 'Public/Attorney Notes' field. Below this is a confirmation section with a checked checkbox and the text 'I swear and affirm the truth or correctness of the above statements'. The date 'Date: 6/19/2014 9:28:36' is displayed. A large 'Submit' button is visible on the right. At the bottom, there are navigation buttons: '= First', '< Previous', 'Next >', 'Last =', 'Save', and 'Delete Draft'.

### Step 4

A confirmation screen appears, indicating the previous action was successful and the voucher has been submitted.

Click the **Home Page** hyperlink to return to the home page. Click the **Appointment Page** hyperlink if you wish to create an additional document for this appointment.

## Creating a Travel Authorization (cont'd)



The travel voucher now appears in the My Submitted Documents section.

**Note:** There is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work.

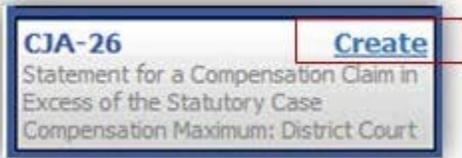
# Creating a CJA-26 Voucher

This is a request and justification for expenses outside the statutory limits.

**Note:** There is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work.

## Step 1

From the Appointment page, click the **Create** hyperlink next to CJA-26.



This opens the Basic Info page.

**CJA-26 Attorney Enters**  
Def.: Jebediah Branson  
[Link to CM/ECE](#)  
Voucher #:  
Request Date:1/1/1901  
Decision Date:1/1/1901

**Reports**  
[Defendant Summary Budget Report](#)  
Totals only of budget info for defendant  
[Defendant Detail Budget Report](#)  
Detail budget info for defendant  
[Form CJA26](#)

**Basic Info**

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1-14-CR-08805-1-AA	5. APPEALS DKT. DEF. NUMBER	6. OTHER DKT. DEF. NUMBER
7. IN CASE MATTER OF(Case Name) USA v Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15-1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 3/3/2014 Nac Pro Test Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Amount Requested  = Amount Approved

Pre Trial Hours  Trial Hours  Sentencing Hours  Other In-Court Hours  Out-Of-Court Hours

Number of Counts  Number of Co-Defendants

Other Pending Cases

Sentencing Guideline Range

Mandatory Minimum Found

< First < Previous Next > Last = **Save** Delete Draft

## Step 2

Enter the details for information required on the Basic Info page. Click **Save**.

# Creating a CJA-26 Voucher (cont'd)

## Step 1

Click the **Justification** tab, or click **Next** on the progress bar.

## Step 2

On the Justification page, enter information in the text fields, and then click **Save**.

The screenshot shows the 'Justification' page of the CJA-26 Voucher system. The page has a navigation bar at the top with four tabs: 'Basic Info', 'Justification' (which is selected and highlighted in blue), 'Documents', and 'Confirmation'. Below the navigation bar is the 'Justification' section, which contains several numbered text areas for input:

- 3. Describe discovery materials (nature and volume) and/or discovery practices which are a noteworthy factor in the number of hours claimed.
- 4. List and describe motions, legal memoranda, jury instructions, and sentencing documents, or legal research not resulting in such, which are a noteworthy factor in the number of hours claimed and which were drafted originally for this case (do not include standardized motions, etc., unless content was modified significantly).
- 5. Summarize investigation and case preparation (e.g., number and accessibility of witnesses interviewed, record collection, document organization) which are a noteworthy factor in the number of hours claimed.
- 6. Explain, if noteworthy, impact on the number of hours claimed of investigative, expert, or other services used (CJA 21 voucher)
- 7. Describe whether any of the following client considerations are a noteworthy factor in the number of hours claimed and explain each: communication with client/family, language difference, accessibility of client, or other
- 8. Explain any expense (Items 17 and 18 of the CJA 20 voucher) greater than \$500
- 9. Explain any other noteworthy circumstances regarding the case and the representation provided to support this compensation request. *Include, if applicable: (a) negotiations with U.S. attorney's office or law enforcement agency; (b) complexity or novelty of legal issues and factual complexity; (c) responsibilities involved measured by the magnitude and importance of the case; (d) manner in which duties were performed and knowledge, skill efficiency, professionalism, and judgment required of and used by counsel; (e) nature of counsel's practice and hardship or injury resulting from the representation; and (f) any extraordinary pressure of time or other factors under which services were rendered.*

At the bottom of the page, there is a navigation bar with several buttons: '+ First', '< Previous', 'Next >', 'Last >', 'Save', and 'Delete Draft'. The 'Save' button is highlighted with a red box.

## Creating a CJA-26 Voucher (cont'd)

**Note:** All documents must be submitted in PDF format and must be 10 MB or less.

### Step 1

Click the **Documents** tab, or click **Next** on the progress bar.

### Step 2

Click **Browse** to select a PDF file to attach. If submitting this document to Judge Mannion, attach a copy of your proposed CJA 20 voucher.

### Step 3

Click **Upload**. The document appears at the bottom of the Supporting Documents section. Click **Save**. A confirmation page appears.

The screenshot displays the 'Supporting Documents' section of a web application. At the top, there are tabs for 'Basic Info', 'Justification', 'Documents', and 'Confirmation'. The 'Documents' tab is active. Below the tabs, the section is titled 'Supporting Documents' and includes a 'File Upload (Only Pdf files of 10MB size or less)' area. This area contains a 'File' input field with a 'Browse...' button and a 'Description' input field. An 'Upload' button is located to the right of the input fields. Below the upload area is a table with columns 'Description', 'Delete', and 'View'. The table currently shows 'No Attachments'. At the bottom of the page, there are navigation buttons: '< First', '< Previous', 'Next >', 'Last >', 'Save', and 'Delete Draft'. The 'Save' button is highlighted with a red box.

### Step 4

Verify all information is correct.

## Creating a CJA-26 Voucher (cont'd)

### Step 5

Select the affirmation check box.

### Step 6

Click **Submit**.

A confirmation screen appears, indicating the previous action was successful and the authorization request has been submitted.

### Step 7

Click the **Home Page** hyperlink to return to the home page. Click the **Appointment Page** hyperlink if you wish to create an additional document for this appointment.

The CJA-26 now appears in the My Submitted Documents section.



When submitting your CJA 20 voucher, attach a copy of the approved CJA 26 document.